

PARKS AND GROUNDS MANAGEMENT DIRECTOR

DISTINGUISHING FEATURES

The fundamental reason the Parks and Grounds Management Director exists is to plan, direct, organize and administer the Parks and Grounds Management Division in the Community Services Department. This classification is supervisory. Work is performed under general supervision by the General Manager of Community Services.

ESSENTIAL FUNCTIONS

Coordinates and directs the year round maintenance scheduling, construction and maintenance of City parks, medians and grounds around downtown through various levels of management personnel.

Plans, develops work schedules, implements, and evaluates all parks and grounds management programs and horticultural contractual services, including mowing, arboriculture, median maintenance, herbicide applicators. Directs supervision of professional baseball facilities and field preparation; prepares and maintains daily all adult and youth sports fields, the grounds of community centers, neighborhood parks, Original Scottsdale areas, Enhanced Downtown areas including the civic center and Scottsdale Unified School District school fields. Exercises responsibility for the operation, planning and development of the parks and grounds maintenance citywide.

Outlines program objectives, reviews and justifies annual budget to accomplish goals in all program areas.

Exercises full personnel authority – staffing, discipline, performance reviews, etc.- for all parks and grounds management programs, which includes managers, professional staff and contractual employees and seasonal part-time staff.

Ability to direct individual accomplishments toward organizational and council driven objectives.

Anticipates potential problems that might have detrimental effect on the general public, the City and/or parks programs and takes necessary preventative action.

Observes and monitors services for effectiveness and quality control.

Communicates verbally with community groups and individuals to solve problems relating to the division management issues.

Provides technical advice to General Manager and makes recommendations to top management and City Council.

Acts as Staff Liaison to facilitate Parks and Recreation Commission on a bi-monthly meeting and work study sessions. Determines the schedule, agenda, and staff reports.

Prepares and presents written and oral reports and recommendations to the Parks and Recreation Commission, General Manager, and City Council.

Communicates with community groups, outside agencies, City departments, and committees on park and grounds management and related recreational issues and programs.

Meets regularly and coordinates activities with other departments or agencies that will assist reaching community goals and programs.

Meets with General Manager, Program Directors and appropriate City staff to plan future Capital Improvement Projects related to parks, medians, grounds and recreational facilities.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

Grounds and park management and maintenance practices, new park and median construction planning, operations and development of sports fields and aesthetic passive areas, employee relations, and organizational management.

Public administration practices and procedures

Must have good working knowledge of all City Administrative regulations, especially those relating to the performance of safety-sensitive functions and the use and/or misuse of alcohol and controlled substances as it relates to daily job functions.

Ability to:

Contribute effectively to meeting the City's performance goals

Personify leadership and promote shared responsibility, teamwork, and continuous improvement.

Plan, direct and supervise the activities of a large number of professional, labor, and part-time personnel

Collect and analyze data in order to make verbal and written recommendations and reports.

Ability to make presentations to large groups and commissions.

Listen and communicate effectively (verbally and in writing) and establish and maintain effective working relationships with employees, City Officials and the general public.

Identify potential problems and take the necessary corrective action and/or recommend alternative solutions to the General Manager.

Operate a personal computer and related Microsoft software packages.

Direct and empower employees.

Maintain regular consistent attendance, punctuality, and professional demeanor.

Education & Experience

Bachelor's science degree in Horticulture, Biology, Botany or Applied Science, Park Management, Leisure Services or related field, with a minimum five years progressive supervisory and administrative experience in municipal government, parks management and supervision. Master's Degree in related field is highly desirable. Certification as a parks and recreation professional is highly desirable.

FLSA Status: Exempt

HR Ordinance Status: Unclassified